# BUSINESS SEMINARS IN MANAGEMENT

PHIL COLEMAN SEMINARS

VILLAGE SQUARE MALL

TO ENROLL CALL 316-227-9200

WPI

WESTERN PLAINS INSTITUTE

# Western Plains Institute Seminars

*Next to each seminar time is a letter. Please use these letters to indicate which seminars you wish to attend on the enrollment form.*

*For more information, phone WPI at (316) 227-9200.*

## THURSDAY, SEPTEMBER 24, 1992

**A 1:00 p.m. - 4:00 p.m.**

***Powerful Communication in Developing Win-Win Relationships***

- Developing a Healthy Self-Image
- Assertive Skills
- Victim Behavior
- Bill of Communication Rights
- Adjusting to Situations
- Being Open and Honest
- Avoiding Aggressiveness
- Awareness of Manipulative Behavior
- Overcoming Mind-Set
- Using Back-Up Styles

## THURSDAY, SEPTEMBER 24, 1992

**B 6:00 p.m. - 9:00 p.m.**

***Developing Management Skills How to Lead***

- Leadership Characteristics
- Self-Evaluation Exercises
- Management Case Studies
- How to Manage Effectively
- Management Styles
- Tips on Supervision
- What Supervisors Should Not Do

## THURSDAY, OCTOBER 29, 1992

**C 1:00 p.m. - 4:00 p.m.**

***Total Quality Management Deming Style***

- Key Points on Deming Philosophy
- Four ways to improve quality of products and services
- Comparison of Deming Company and Standard Company
- Fourteen points for the transformation of management
- Case study relating to the Deming style of management
- Effective teamwork in the organization

## THURSDAY, OCTOBER 29, 1992

**D 6:00 p.m. - 9:00 p.m.**

***Managing Stress, Anger and Conflict for Higher Results***

- Handling Criticism
- Four Styles of People
- Steps in Handling Stress
- Dealing With Worry
- Confronting Positively
- Developing Personal Power
- Positive Self-Esteem
- Understanding Your Behavior and the Behavior of Others
- Communicating Effectively

## WEDNESDAY, DECEMBER 2, 1992

**E 9:00 a.m. - 4:30 p.m.**

*** *Understanding Behavior Handwritng Analysis***

- Better understanding of own behavior and of other people
- Handwriting Analysis - determining person's strengths etc.
- Spot different behavioral traits in yourself and others
- Develop plan of action for yourself and others to increase effectiveness

## THURSDAY, DECEMBER 3, 1992

**F 1:00 p.m. - 4:00 p.m.**

***Developing Organizationsl Skills through Time Management***

- Time Management Evaluation Exercises
- Effectiveness Versus Efficiency
- Time Management Tips
- Osbervations on Time
- External/Internal Time Wasters
- Extra Effort Versus Workaholism
- What Is Your Time Worth?
- Time Management Concepts That Work

## THURSDAY, DECEMBER 3, 1992

**G 6:00 p.m. - 9:00 p.m.**

***Solving People Problems Understanding Different Styles of Behavior***

- Confronting Constructively
- Dealing Creatively With Conflict
- Spotting Games
- Types of Responders
- Steps in Problem Solving
- Analyzing Behavior of Others
- Win-Win Methods in Solving Problems
- Adjusting to Personality Styles

* Indicates seminar is $40.00 per person

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**• Western Plains Institute Management Seminars •**

Please enroll me in the following seminars:

☐A ☐B ☐C ☐D ☐E ☐F ☐G

Cost is just $20 per person, per seminar with exception of "E" which is $40

Name _____

Address _____

City, State, Zip _____

Phone _____

Company _____

Make checks payable to WESTERN PLAINS INSTITUTE

Mail enrollment to: WPI • 2501 N. 14th • Dodge City, KS 67801

## *These WPI seminars will be presented by Phil Coleman of Salina, Kansas.*

- 1964 graduate of Goddard High School; member of the 1964 Class B State Basketball Champions.
- 1968 graduate of Kansas Wesleyan—Business Administration and Secondary Education.
- Master's Degree—Kansas State University in Educational Administration.
- All Conference and All American Honors in basketball and baseball while at Kansas Wesleyan.
- Has presented personal and organizational growth programs to more than 500,000 people during the past sixteen years.
- In demand as a convention, banquet and graduation speaker in the areas of motivation and personal growth.
- Conducts sales clinics, management clinics and public speaking clinics throughout the Midwest.
- Selected to Outstanding Young Men of America and has held offices in numerous civic organizations.
- Member of the First Church of the Nazarene in Salina, Kansas.
- Married and has four children, wife-Barbara children-Jeff, Jamie, Jenny, Jessica.
- Has authored two books: *Selling Is Surviving-Creating New Sales* and *Public Speaking: The Bulldog Attacking The Cat.*
- Has authored an eight session cassette program in the areas of personal growth and a motivational video cassette program. Phil is developing more cassettes in the areas of selling and public speaking.
- Has taught 10 years at the high school and college levels in the areas of self-improvement.